

Administrative Assistant

OUR MISSION... To provide a clean, comfortable, and safe environment on Capitol Hill.

The Georgia Building Authority (GBA) is responsible for all services associated with the management of 36 buildings and various facilities located in the Capitol Hill Complex in Atlanta, Georgia, including the Georgia State Capitol building and the Governor's Mansion in northeast Atlanta.

Job Information

Job Type: Full Time

Number of Vacancies: 1

Unit: External Affairs

Hiring Salary:

Salary to commensurate with experience

Location: Atlanta, GA

Opens: March 15, 2022

Closes: March 29, 2022

This position is subject to close at any time once a satisfactory applicant pool has been identified.

Applicants who require accommodations for the application process should contact

404-463-5664 or e-mail

hr-email@spo.ga.gov

TO APPLY:

Email **resume** in Microsoft Word or PDF format to: hr-email@spo.ga.gov with the following in the subject line of your email:

Administrative Assistant



Our goal is to be a diverse workforce that is representative of the citizens we serve.

GBA does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, or military service. GBA is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. All employment is decided on the basis of qualifications, merit and business need.

Position Overview

GBA Overview: In addition to a competitive salary and career growth opportunities, the Georgia Building Authority (GBA) offers a generous benefits package, which includes employee retirement plan (including a 401(k) plan with up to 3% employer matching); paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment insurance, healthcare and child care flexible spending accounts.

Position Description: Under general supervision, the Administrative Assistant provides administrative support to the Executive Assistant in performance of the Executive Assistant's administrative functions. Duties may be complex in nature and may involve access to confidential information. Responsible for scheduling appointments, maintaining calendars, and managing multiple priorities. Assist in the preparation of board meeting materials, reports, gathering and researching information, preparing presentations, coordinating meetings, copying, and filing, preparing notes, performing data entry, and other special projects as needed. Reviews incoming correspondences and forwards appropriately or, based on a knowledge of recipient's views, may respond for them. Attends training as required. The Administrative Assistant also performs other job-related duties as assigned.

Minimum Qualifications: High school diploma or GED **AND** three (3) years of experience in performing clerical tasks.

Preferred Qualifications: Two (2) years of receptionist experience, Experience working in State Government and Experience with Adobe Acrobat and Creative Cloud.

Competencies: Strong written, verbal and customer service skills; ability to collect and organize information. Ability to plan and prioritize work. Ability to initiate, compose and accurately type correspondence and administrative documents. Ability to use and maintain directories, lists and other manuals. Must be a team player with initiative and flexibility. Ability to provide superior customer service to a diverse customer group. Proficient in the use of Microsoft Office Suites including Excel, Outlook, and Word.

This position is subject to close at any time once a satisfactory applicant pool has been identified.

The selected applicant must be authorized to work in the United States and must successfully pass a pre-employment criminal background check, motor vehicle records check and drug screen.

Due to the large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone.

Notifications will only be sent to applicants who are selected to interview.

Please visit our website at www.gba.ga.gov for additional GBA career opportunities.